

## Guidelines for Registration & Submission of Application Form

**Note:** Kindly open the Internet Browser (preferably Google Chrome or Firefox) and enter the URL <https://meskkpu.edchemy.com/> in the main address tab

### Instructions for Parents:

- Students who have already given student details earlier (through google form) must also compulsorily submit the online application provided on the website and upload the necessary documents along with a processing fee of Rs.25/- per application for one combination.

#### **Example:**

For only PCMB Rs.25

For only PCMC Rs.25

For only Commerce Rs.25

For PCMB & PCMC Rs.50

For PCMB, PCMC & Commerce Rs.75

- Payment gateway charges are extra.
- Applications are considered only after successful submission. Kindly download copy of the Print form, mail-acknowledgement for successful payment of Rs.25/- and submit the same during admission once the list is announced.
  - There is a single application login for I PUC. You must select the course you are opting for through the dropdown.
  - It is advisable to use Laptop/PC for filling the application form instead of mobiles, since the application preview form must be downloaded and saved for further reference.

## Steps to Register

- Click on **Register** button



A screenshot of a registration form. It features two input fields: 'USERNAME' with a placeholder 'User Name' and 'PASSWORD' with a placeholder '\*\*\*\*\*'. Below the fields are two buttons: 'Register' (highlighted with a red border) and 'Forgot Password ?'.

- Enter the **Name, Mobile Number, Email ID** and click on **Register** button

### Applicant Registration

NAME  
Name of the Applicant

MOBILE  
Mobile number

EMAIL  
Email address

**REGISTER** Have an account? [Login](#)

- Click on **Ok** button

Are you sure you want to Register your account with these details?

**OK** CANCEL

## Steps to Login

- Enter registered mobile number in the **Username** field and enter the one-time password received on your registered mobile number in **Password** field
- Click on **Login** button



The screenshot shows a login form with two input fields: 'USERNAME' with a placeholder 'User Name' and 'PASSWORD' with a placeholder '\*\*\*\*\*'. Below the fields are two links: 'Register' and 'Forgot Password?'. At the bottom, there is a 'LOGIN' button highlighted with a red box.

- Enter the new password in New Password and Confirm Password fields and click on **Change Password** button (this is the one-time activity)



The screenshot shows a 'CHANGE PASSWORD' form with two input fields: 'NEW PASSWORD' with a placeholder 'Password' and 'CONFIRM PASSWORD' with a placeholder 'Password'. Below the fields is a red italicized message: 'It is mandatory to change password for your account safety'. At the bottom right, there is a 'CHANGE PASSWORD' button highlighted with a red box.

- After clicking on **Change Password** button, screen will be redirected to login page again. Kindly login with the same Username and with the new Password

## Steps to Submit Application Form

- After logging into your account, click on **Apply Here** button

Admissions for 2023-2024

Applications for the year 2023-2024 are now open. Please click on **Apply Here** button below to fill in the application form for respective courses.

[APPLY HERE](#)

- Select the **Course** from the dropdown given and click on **Apply** & then **Ok** buttons

To Apply select the Class and click the Apply button

I PUC - COM/Eco ▼ [APPLY](#)

- Fill the details in the application form and click on **Submit Application Form** button to submit your application

All the fields which has (\*) mark are mandatory.

**NO IMAGE AVAILABLE** Student Photo (Max 1 MB - Supported Formats: jpg, jpeg, png) \*  
[UPLOAD IMAGE](#) [DOWNLOAD IMAGE](#)

<b>Student Name *</b> Student Name	<b>Gender *</b> Select	<b>Date of Birth *</b> Date of Birth
<b>Aadhar Number *</b> Aadhar Number	<b>Mobile *</b> Mobile	<b>Email *</b> Email
<b>Parent Information</b>		
<b>Father Name *</b> Father Name	<b>Father Mobile *</b> Father Mobile	<b>Father Email</b> Father Email

[SAVE AS DRAFT](#) [SUBMIT APPLICATION FORM](#) [CLOSE](#)

- Click on **Make Payment** button to pay the application fee

Applied For I PUC - COM/Eco Application Number. 001/2023-24	Form Status COURSE SELECTED	Student Name Test Shashi
<a href="#">MAKE PAYMENT</a>		

- Once the application fee is paid, form status will be updated as **Application Fee Received**. Click on **Submit Application Form** button to fill the other details in the application form

Applied For I PUC - COM/Eco Application Number. 001/2023-24	Form Status APPLICATION FEE RECEIVED	Student Name Test Shashi
<a href="#">SUBMIT APPLICATION FORM</a>		

- Once the application form is submitted, click on **Print Application Form** button to save the submitted application form in pdf or to print the same

Applied For I PUC - COM/Eco Application Number. 001/2023-24	Form Status APPLICATION FORM SUBMITTED	Student Name Test Shashi
<a href="#">PRINT APPLICATION FORM</a>		

## Steps to Login (Existing Parents)

**Note:** Kindly open the Internet Browser (preferably Google Chrome or Firefox) and enter the URL <https://meskkpu.edchemy.com/> in the main address tab

- Enter registered mobile number in the **Username** field and enter the one-time password received on your registered mobile number in **Password** field
- Click on **Login** button



USERNAME  
User Name

PASSWORD  
\*\*\*\*\*

Register      Forgot Password ?

LOGIN

- Enter the new password in New Password and Confirm Password fields and click on **Change Password** button (this is the one-time activity)



CHANGE PASSWORD

NEW PASSWORD  
Password

CONFIRM PASSWORD  
Password

*It is mandatory to change password for your account safety*

CHANGE PASSWORD

- After clicking on **Change Password** button, screen will be redirected to login page again. Kindly login with the same Username and with the new Password